



Commonwealth Club of California

681 Market Street, San Francisco, California 94105

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June 27, 1974

Dear Mr. Colby:

The Luncheon Program Committee is pleased that you have accepted the Club's invitation to speak to the Commonwealth Club of California. Our members will be informed that you have agreed to the following topic, "

TO BE AGREED UPON

It is our long established policy to arrange the luncheon schedule to allow 27 minutes for your address, followed by a 14-minute question-and-answer period, with adjournment at 1:30 p. m. -- both of the foregoing being recorded for subsequent broadcast throughout the Western United States, National Public Radio and Voice of America.

The details follow:

Day and Date: Friday, September 13, 1974
Time: 12:00 Noon
Place: Sheraton-Palace Hotel, Gold Ballroom

If we may have your script or outline of your address by the preceeding Tuesday, we will be glad to distribute highlights to the metropolitan newspapers. We will also appreciate your furnishing, three weeks in advance, a photograph (preferably glossy) and a biographical sketch for publicity use.

This Club is a non-profit organization and does not pay honorariums or the expenses of its speakers. We are looking forward to meeting you at the entrance of the meeting room at 12:05 p. m.

Cordially yours,

Durward S. Riggs
Durward S. Riggs
Executive Director

DSR:mjc

Luncheon Program
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